St Mungo's Recruitment Service

User Guide

Prematurely ending a temporary contract

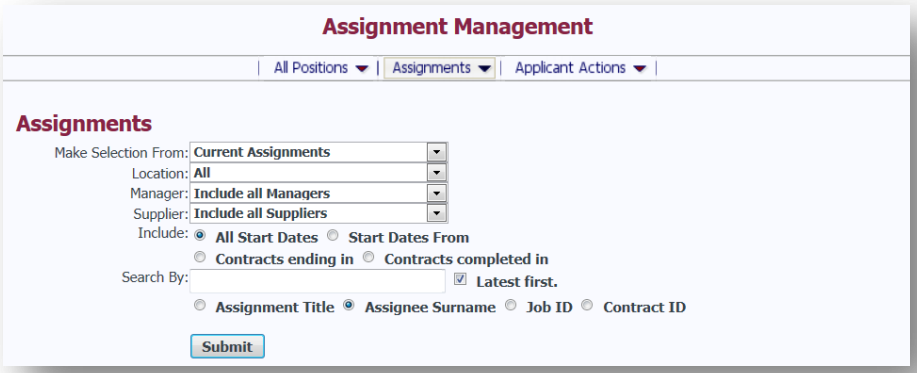
St Mungo's Recruitment Service

St Mungo's
Opening doors for homeless people

Prematurely ending a temporary contract

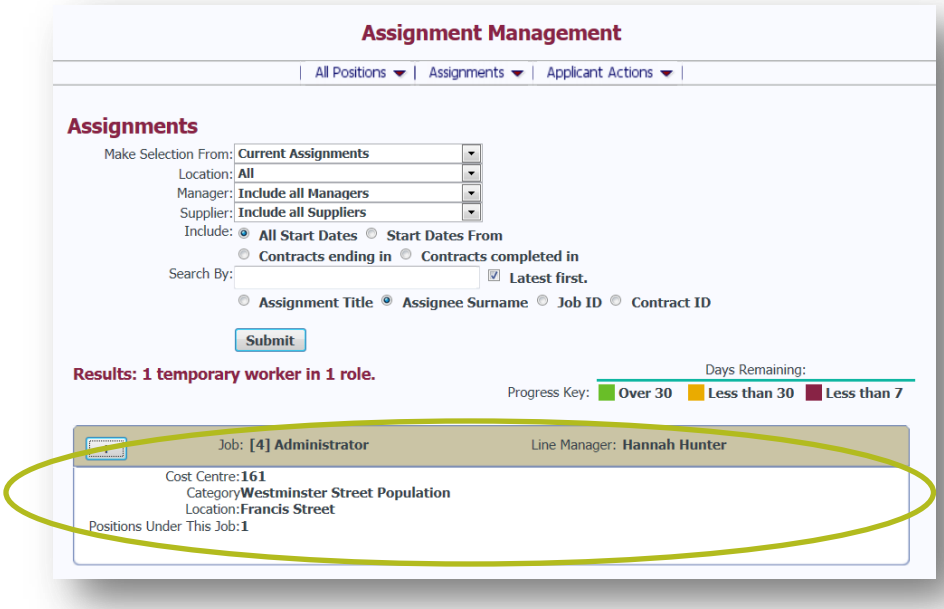
1. Select the **Temporary** tab from the menu bar across the top of your screen
2. You are then taken to the **Temporary overview** page
3. Select **Assignments** from the sub-menu bar.
4. You are then taken to the **Assignments overview** page (Figure 1)

Figure 1



5. Select **Current Assignments** from the 'Make Selection From' dropdown list. This selects all the temporary workers that are **currently active** in your department (Figure 1).
6. Choose the appropriate selections from the remaining fields (Location, Manager, Supplier etc.) that are relevant to your search. However, **these fields do not require selection**.
7. Once happy with your selections, press **Submit.**
8. A results table appears below (Figure 2). The results show those currently active temporary workers relevant to your search.

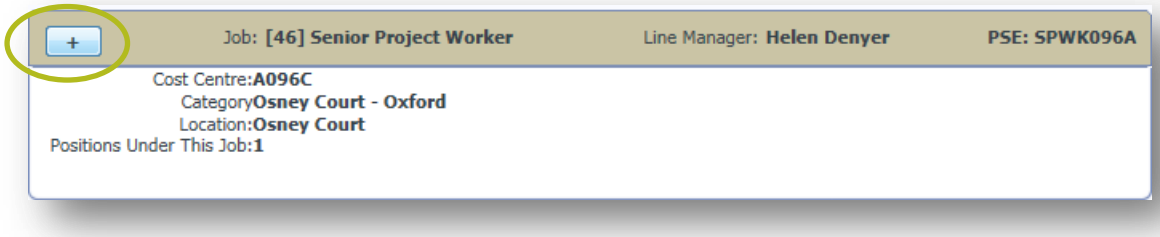
Figure 2



9. **Scroll** through the page to identify the temporary worker you are looking for.

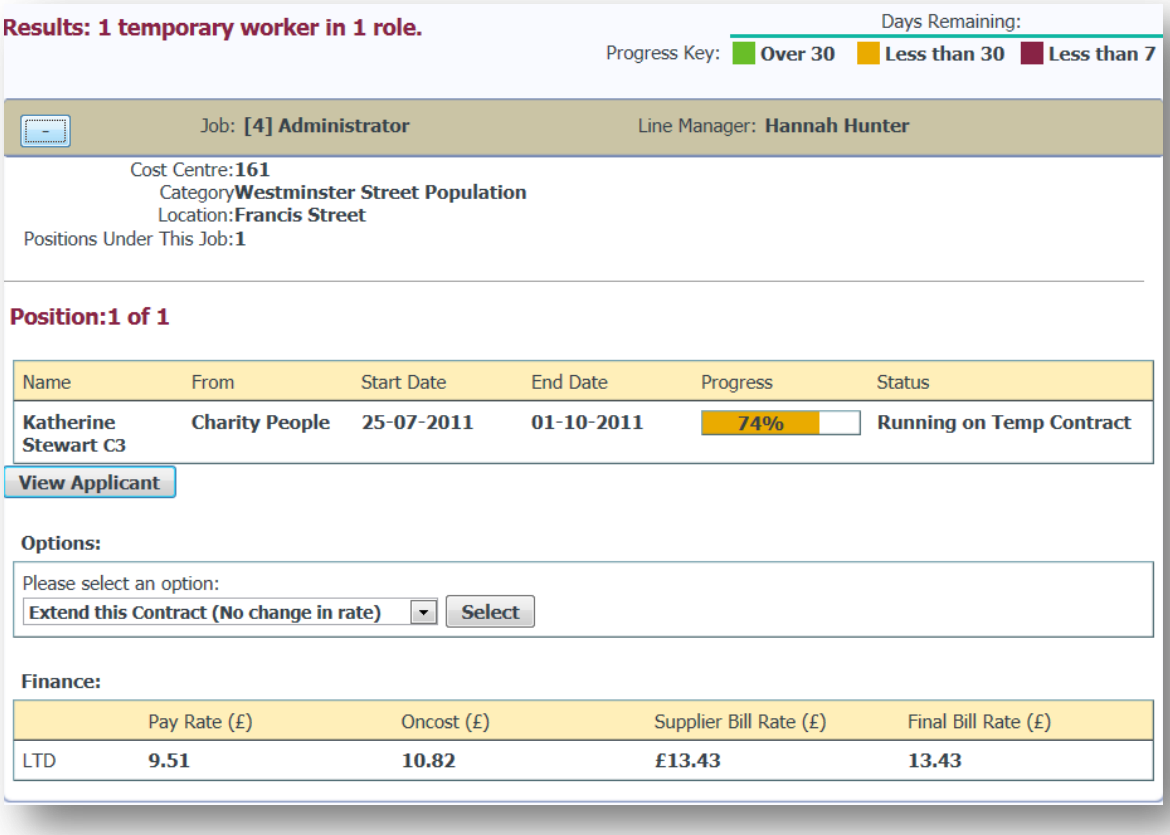
10. To reveal further information about a temporary worker, select the **Plus (+) symbol button** located in the corresponding worker's tab (Figure 3).

Figure 3



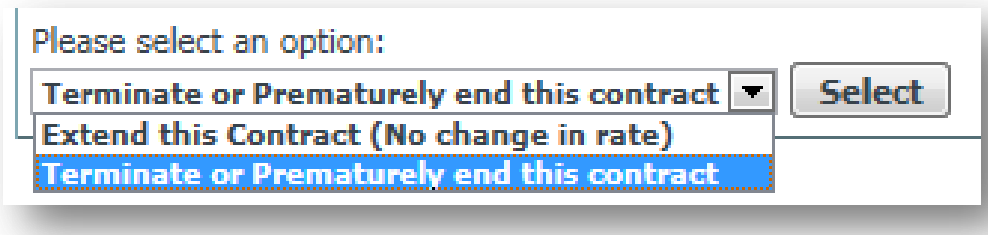
11. Further information appears (Figure 4).

Figure 4



12. To prematurely end a temporary worker's contract, click **Terminate or prematurely end this Contract** from the **Options** dropdown (Figure 5)

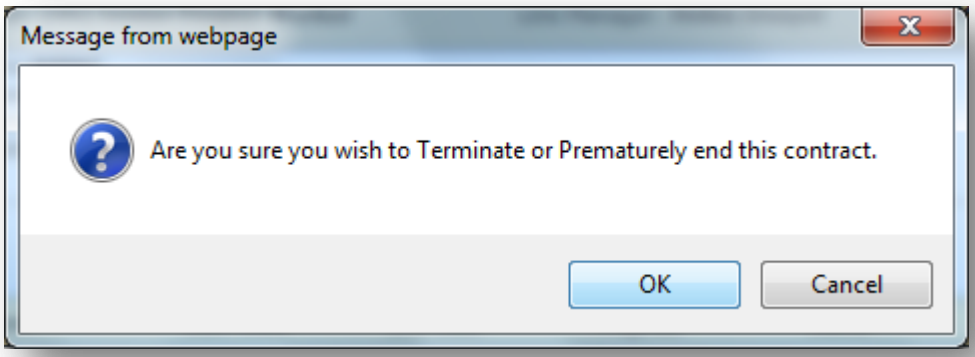
Figure 5


Please select an option:
Terminate or Prematurely end this contract
Select
Extend this Contract (No change in rate)
Terminate or Prematurely end this contract

13. Press **Select.**

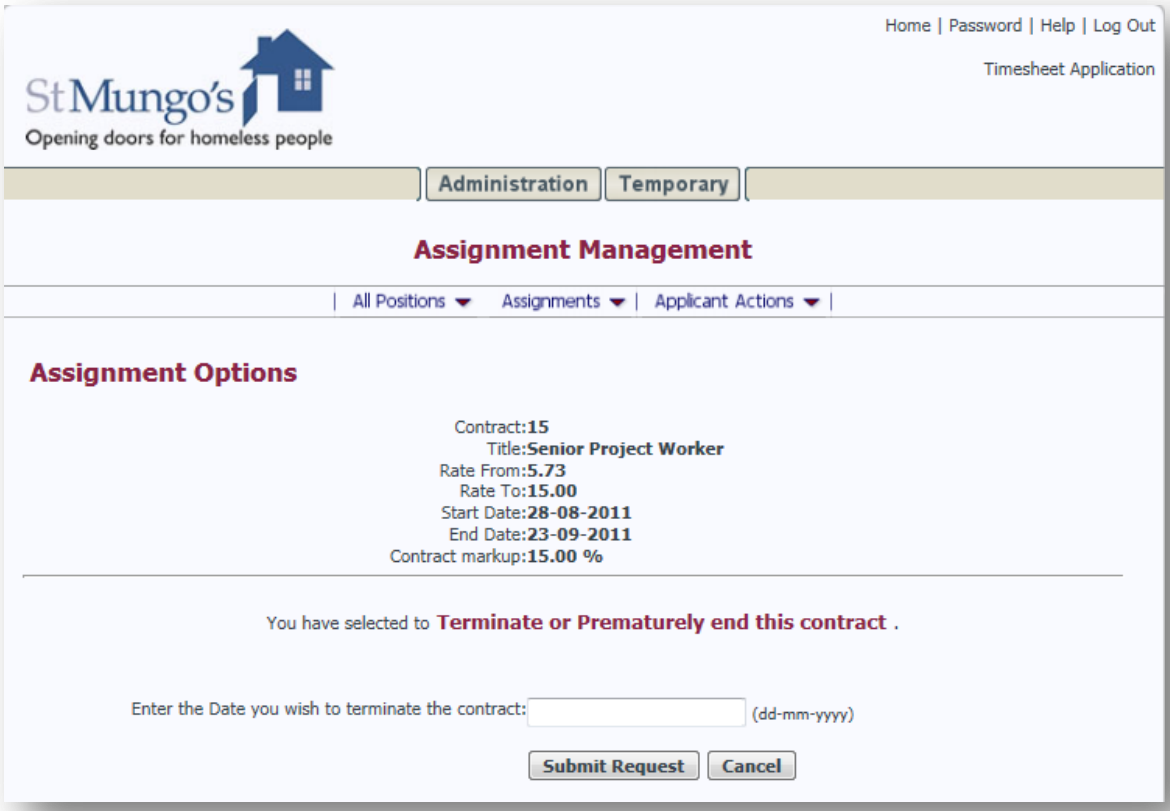
14. A dialog box appears. Press **OK** to **continue**, or **Cancel** to **return** to the search page (Figure 6)

Figure 6



15. You are then taken to the **Assignment Management** page (Figure 7).

Figure 7



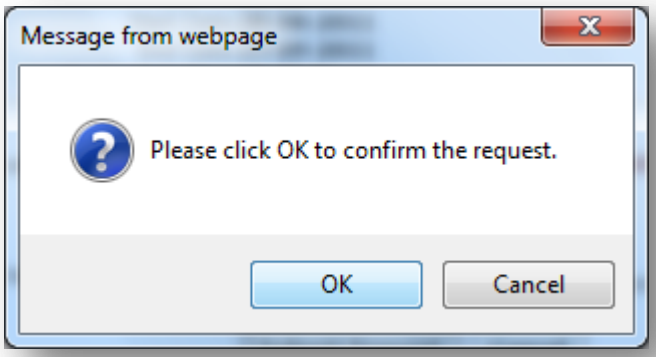
16. Enter the end date you wish to terminate the contract by in the field box labelled **Enter the End Date you wish to terminate the contract.** Ensure it is in the format dd-mm-yy (Figure 7).

17. Once happy with your selections, press **Submit Request.**

18. A dialog box appears. Select **OK** to **confirm the termination**. Otherwise, select **Cancel** to cancel the request (Figure 8).

NB: ***Ensure you are happy to terminate the contract – once confirmed; the contract will be terminated immediately. You will be unable to retrieve the terminated contract. An email notification will be sent to the applicant confirming termination of their contract.***

Figure 8



19. You are then taken to the Assignments Management page. You have terminated the temporary worker's contract successfully (Figure 9).

Figure 9